



# FEDERAL EMERGENCY MANAGEMENT AGENCY

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	Date	Number	
<b>MANUAL</b>	July 17, 2001	1500.1, Change 1	IT

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## FEMA Information Resources Management Policy and Procedural Directive

1. **Purpose.** This transmits changes to FEMA Manual 1500.1, FEMA Information Resources Management Policy and Procedural Directive (FIRMPD), dated December 29, 1999. The changes are made to update hardware and software office baseline automation standards that should be used when purchasing information systems.
2. **Action Required.** Holders of FEMA Manual 1500.1 shall make the following changes and file this transmittal sheet in front of FEMA Manual 1500.1 for reference purposes.

### **Page Changes**

#### **Remove**

#### **Part II, IRM Procedural Directive Directive**

Appendix to 5-2  
Appendix to 5-4

#### **Insert**

#### **Part II, IRM Procedural**

Appendix to 5-2  
Appendix to 5-4

3. **Change lines.** New material appears on the change page and is indicated by a vertical line in the right margin next to the new material.

/s/

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G. Clay Hollister  
Chief Information Officer

## INFORMATION RESOURCES MANAGEMENT PROCEDURAL DIRECTIVE

### Appendix to 5-2 Office Automation Software Baseline Configuration Standard

The software baseline standards listed below are effective for purchases of information systems that require product features as described for those standards. Procurements in response to disasters are **not** exempt.

#### Standards

FEMA's software baseline standards are categorized as follows:

Software Category	Software Product
1. Multi-user Data Base	Oracle7 Relational Data Base Management System, or better
2. Information Access Strategy	Client-server processing platform
3. Network Operating System	Novell NetWare or Microsoft NT 4.0 SP6a
4. Desktop Environment	Microsoft Windows Operating System, including Windows 2000, Windows 98 (2 <sup>nd</sup> edition), and Microsoft NT 4.0 SP6a, or better
5. Desktop Office Automation	Microsoft Office 2000 Professional Suite SR-1 (includes Word, Excel, Access, PowerPoint, Front Page, and Publisher)
6. Geographic Information System	MapInfo 6.0, or better
7. Internet/Intranet	Microsoft Explorer 5.5 (128 bit encryption), or better, preferred browser Netscape 6.01 (128 bit encryption), or better, also supported
8. Electronic Mail	Microsoft Exchange/Outlook 2000 SR1, or better
9. Virus Software	Norton Anti-Virus Corporate Edition 7.51, or better
10. Project Management	Microsoft Project 2000 9.0 (complex projects — full feature), or better
11. Transportability Software	For file compression: WinZip 8.0, or better For document portability: Adobe Acrobat 5.0, or better

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### Appendix to 5-4 Office Automation Hardware Baseline Configuration Purchase Standard

The **minimum** hardware standards for *purchasing* desktop computers are as follows:

Components	Desktop Configuration Minimum - New Purchases
1. Processor	800 MHz Pentium Intel or equivalent AMD CPU One empty PCI slot in addition to what is required for video, sound, network cards, et cetera listed below
2. Memory	Minimum of 128MB RAM, expandable to 256MB RAM 256 RAM recommended 512K L2 cache
3. Data Storage & Input/Output Media	20GB enhanced IDE hard drive 3.5" built-in diskette drive 40X CD ROM 250MB ZIP drive recommended 101/104 key keyboard Two-button mouse (PS2 or USB), optical mouse with scroll wheel recommended
4. Video Display	Flat screen 17" color monitor with .28 dot/75 Hz scan rate Video accelerator card with 8MB RAM
5. Ports	Parallel port with enhanced bi-directional capabilities PS2 keyboard port, PS2 mouse port 2 USB ports
6. Network Interface Card	Driver support for Novell NetWare, Microsoft NT, Windows 2000 32-bit Intel equivalent 10/100 Base-T connection IEEE 802.3 standard
7. Sound Card	SB compatible sound card (32 bit) and two speakers
8. Conservation	Energy Star-compliant system unit that powers down below 60 watts total when in idle mode. Low radiation

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The hardware standards for Laptop/Notebook computers are as follows:

<b>Components</b>	<b>Laptop/Notebook Configuration Minimum - New Purchases</b>
Processor	233MHz Pentium Intel CPU or greater 2 Type II & Type III PCMCIA slots 56K Built-in (or PCMCIA Slot) Modem 10/100 PCMCIA NIC
Memory	32MB RAM or greater 256K L2 Cache
Data Storage & Input/Output Media	3.0GB Hard Drive or greater 3.5" Built-in Diskette Drive Hard drive/floppy disk controller 87 Keys, Windows 95 ready Built-in mouse, J-Pointer, or Touchpad 20x CD ROM Needed/Required to load s/w and data display
Video Display	10" Active matrix Color Monitor 32-Bit Local Bus Video/2MB Video RAM
Ports	External ports for mouse, keyboard and monitor
Conservation	Lithium ion cell battery with a minimum 2-3 hour battery life
All Components	Year 2000 compliant